

GENERAL SERVICES ADMINISTRATION
WASHINGTON 25, D. C.

March 25, 1963

GENERAL SERVICES ADMINISTRATION CIRCULAR NO. 304

TO : Heads of Federal Agencies

SUBJECT: Interim Office Space Allowances - Washington, D.C.

1. Purpose. This supplements GSA Circular No. 282, Management of Federal Office Space, dated September 6, 1962, and prescribes certain policies and guidelines for the assignment and utilization of space in Washington, D.C., and environs.
2. Background. Executive Order No. 11035 of July 9, 1962, directed the Administrator of General Services to prepare and issue standards and criteria for the use of office space and to periodically undertake surveys of space utilization in the executive agencies. The basic means for achieving effective utilization outside of the Metropolitan area of the District of Columbia is the Occupancy Guide, a document prepared for each major agency component by General Services Administration after a comprehensive study is made of agency functions in order to determine the type and quantity of space needed for housing them. While Occupancy Guides have proved to be a useful tool in the assignment and reassignment of space, the scope and fluidity of space requirements at the seat of the Government has precluded the preparation of Occupancy Guides for departmental and agency headquarters. The interim guidelines outlined herein will assist the General Services Administration in the assignment of space in the District of Columbia and environs and serve as a guide to agencies in analyzing present utilization and estimating projected space requirements.
3. Space Assignment Guidelines. The following table will serve as an interim Occupancy Guide in the assignment and utilization of space for the headquarters activities of departments and agencies:

a. Office Type.

(1) Office Space.

<u>Grade</u>	<u>Type of Assignment</u>	<u>Office Space Allowance</u>
GS 1-6		60 sq. ft. per person
GS 7-11	Supervisory	100 sq. ft. per person
GS 7-11	Nonsupervisory	75 sq. ft. per person
GS 12-13	Supervisory	150 sq. ft. per person

Document No. _____
Review of this document by CIA has
determined that

- ☒ CIA has no objection to declass
☐ It contains information of CIA
interest that must remain
classified at TS S C

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☐ It contains nothing of CIA interest

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<u>Grade</u>	<u>Type of Assignment</u>	<u>Office Space Allowance</u>
GS-12-13	Nonsupervisory	100 sq. ft. per person
GS-14-15	Supervisory	250 sq. ft. per person
GS-14-15	Nonsupervisory	150 sq. ft. per person
GS-16-17-18		300 sq. ft. per person
Head of Agency and Deputy (not prescribed)		

For the purpose of the above guide, individuals who supervise only a secretary and one or two others are considered to be nonsupervisory; conversely, individuals who do not supervise but who have occasion to have a large number of visitors and who use their offices in lieu of conference rooms may be placed in the supervisory category.

In the instance of agencies which classify employees by other than GS standards, i.e., military, allowances should be established and applied for the equivalent classes and/or grades.

- (2) Administrative Support Space. In addition to the allowances for office space, necessary space for administrative support functions requiring the use of office type space will be identified and justified separately. Typical support functions are described as those requiring space for conferences, training, administrative files, health examinations, libraries (except fixed stacks), public information and reference, data processing (except computer operations), messengers and mail, internal duplication and supply, and exhibits.

- b. Other Space. To the extent that it is required, storage type and special type space as defined below will be assigned as justified without application of the above factors. However, use of such space will be subject to the same periodic inspection and review by GSA as office type space.

4. Definitions of Space Categories. In order to assist in the understanding and application of the above criteria, the following are definitions of space on which GSA records and analyses are based:

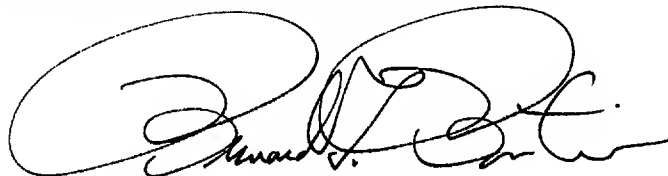
- a. Office Type. This is space which provides an environment suitable for an office operation. This requirement includes, but is not limited to, suitable and adequate lighting, heat and ventilation, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of a large open area or may be partitioned into rooms. Examples of office type space include conventional offices, conference rooms, classrooms,

credit unions, supply rooms (when in office space) and all areas which house employees engaged in office type operations. As a general guide the interior treatment of the space is the first consideration; that is, irrespective of its present use it can be considered as having application for office type operations if it may be adapted without major alterations.

- b. Storage Type. This is space which is suitable for storage of supplies, equipment, records and material, etc., and which does not provide an environment suitable for an office operation. This type would include but is not limited to vaults, closets, and unconverted attic and basement areas, as well as space built for warehousing and records storage. Its interior treatment is such that it cannot be classified as suitable for office type operations without extensive alterations.
- c. Special Type. This is space which by reason of installed fixed facilities or utilities is adapted for special use. Included would be laboratories, dark rooms, electronic data processing rooms (computer rooms) with special airconditioning, industrial type operations with installed equipment, etc. Post Office Department special type space includes work rooms, swing rooms, box and screen line lobbies, mailing vestibules and platforms.

Questions concerning space classification may be directed to the General Services Administration.

- 5. Requests for Space. Agencies will submit requests for space on Standard Form 81. No request for additional space will be favorably considered by the General Services Administration if the requesting agency is, at the time the request is submitted, assigned space at a rate in excess of that prescribed herein, unless special circumstances are indicated and justified. A breakdown of the grades of all employees scheduled to occupy the space requested will be shown on the reverse of Standard Form 81.
- 6. Regulations. GSA Regulations, Title 2, Real Property Management, are being revised to conform to Executive Order No. 11035.



BERNARD L. BOUTIN
Administrator